



JOB DESCRIPTION

JOB TITLE: Building Manager

DEPARTMENT: Community Development Department

REPORTS TO: Community Development Director

DATE: January, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: June, 2007

FLSA EXEMPT: Yes

JOB SUMMARY: Under general direction of the Community Development Director, manages the activities of all Building Division including, code enforcement and building inspection programs; performs review and inspection of complex building systems plans, specifications, codes, ordinances and laws; provides professional and technical assistance to departmental staff in assigned areas of responsibility; coordinates regular maintenance and repair of city-owned buildings. Coordinates with the Chief Building Official that may be under contract to the City as need, and performs the functions of an assistant Building Official as directed.

CLASS CHARACTERISTICS: This is a mid-management level classification responsible to manage the functions of the Building Division, and perform the more complex structural building inspections requiring the use of considerable independent judgment and initiative. This classification is differentiated from the next lower classifications of the Building Inspector series by the difficulty and complexity of work, the responsibility to manage personnel and programs, and the experience and certifications required of the position.

This classification also requires the ability to manage a variety of building maintenance functions with minimal guidance and supervision. This classification oversees planning for and carrying out regular maintenance and repairs for all City-owned buildings; and trains, supervises, and evaluates custodial staff for the City Hall, Police, and Public Works buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Community Development Director, Chief Building Official, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Manage the operations of the Building Division.
2. Plan, organize, assign, direct, review and evaluate staff and activities.
3. Assist in the development and implementation of goals, objectives, policies, procedures, and work standards for the Division.

4. Interpret building and municipal codes and handle difficult inquiries or community complaints.
5. Directs and reviews the work of staff and outside plan-check consultants.
6. Assist Community Development Director with development and administration of the annual division budget and consulting contracts.
7. Conduct varied studies, prepare reports of findings, consider alternatives and make recommendations.
8. Prepare a variety of periodic and special reports.
9. Represent the City in meetings with representatives of governmental agencies, architects, engineers, contractors, property and business owners and the public.
10. Monitor developments related to building inspection and code enforcement matters and evaluate their impact upon City operations, recommending policy and procedural improvements.
11. Prepare updated codes for adoption by the City Council to comply with State requirements.
12. Coordinate building permit processing with other departments and governmental agencies.
13. Recommend selection of staff and provide for their training and professional development.
14. Participate in legal actions against violators of building codes.
15. Confer with and provide professional assistance to members of City departments on matters related to building inspection and plan checking.
16. Interpret City policies and procedures to employees and is responsible for morale and productivity of staff.
17. Conduct difficult inspections or re-inspections.
18. Serve as a member of the Development Review Committee.
19. Perform the functions assistant Building Official as directed by the Community Development Director.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from a four-year college with a Bachelors degree in construction management or closely related to the work.
2. Four years of construction management or related experience in a small to mid-sized city, including two years experience in a supervisor or management position.
3. Additional job related experience may be substituted for up to two years of education on a year for year basis.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Must possess ICC Plans Inspector certificate or equivalent.
3. Must possess ICC Building Official certificate or equivalent within one year of appointment.

Other Requirements:

1. Must be willing to attend evening meetings.
2. Must be willing to continue education to learn and maintain as changes occur in building code and related requirements.

Knowledge of:

1. Applicable city, county, state and federal laws, codes, ordinances and regulations.
2. Building inspection, code enforcement, citation procedures, and building maintenance methods and techniques.
3. Principles of management, supervision, training and performance evaluation.
4. Typical construction methods and materials.
5. Safety procedures required when performing building maintenance functions.
6. Basic telephone and security system functions and maintenance.

Skill in:

1. Planning, assigning, directing and reviewing the work of a professional staff and support staff.
2. Interpreting, applying and explaining complex codes, laws and regulations.
3. Reading and interpreting construction plans and specifications.
4. Detecting and correcting problems at the earliest stage of construction.
5. Performing minor maintenance repairs to City-owned buildings and facilities.
6. Reviewing and updating vendor contracts.
7. Coordinating maintenance and repairs to City telephone and security system.
8. Use of common office software including Microsoft Office.
9. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with those contacted in the course of the work.

3. Represent the City effectively in meetings with others.
4. Prepare clear, concise and competent reports, correspondence, and other written materials.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 80% indoors and 20% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.